

**Capital Community College**  
**Payroll Officer 1**  
**AR- 21**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list

**Location:** 950 Main Street, Hartford, CT

**Hours:** Full/Time, 40 hours per week.  
8:00 am to 5:00 pm Monday through Friday

**Salary:** \$56,307 annually, \$2,157.36 biweekly

**Closing Date:** November 23, 2012

**General Knowledge, Skills and Abilities:**

The incumbent for this position will be required to perform a variety of duties related to a small HR/Payroll department in higher education which include but are not limited to: (1) determines priorities and plans within the payroll unit; (2) establishes and maintains efficient and accurate payroll unit procedures; (3) reviews the accuracy of payroll including annual increases, collective bargaining increases, retirement calculations, overall administration of workers' compensation benefits for the college; (4) prepares and closely monitors more complex portions of payroll such as retroactive payments, longevity payments, overpayment reconciliation and processing termination payouts; (5) oversees reconciliation of payroll deductions and coding of payroll expenditures; (6) oversees the maintenance of time records including semi-annual leave balances; (7) coordinates the benefits administration for college employees specifically health and life insurance processing; (8) provides a variety of information regarding employee fringe benefits; answer employee questions related to payroll.

**General Experience:**

Considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations in the area of payroll; knowledge of and ability to apply state and higher education payroll policies and procedures; working knowledge of excel; some knowledge of governmental accounting as it applies to payroll; considerable skills in performing arithmetical computations; excellent customer service and interpersonal skills. Higher education payroll experience is desirable.

**Eligibility Requirements:** Five years of experience in complex clerical work in accounting or payroll. Two years of general experience in payroll preparation as the principal responsibility of a payroll clerk is desired. Candidates must have applied for and passed the PAYROLL OFFICER 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. First consideration will be given to applicants who are on the reemployment and/or SEBAC Payroll Officer 1 list.

**Application Instructions** Applications must be postmarked by November 23, 2012. Eligible applicants must submit State Application (CT-HR-12) available at <http://das.ct.gov/employment> or submit resume via mail to the below address:

Josephine Agnello-Veley  
Assistant Director of Human Resources  
Capital Community College  
950 Main St.  
Hartford, CT 06103  
Email: [CA-HRAplicant@capitalcc.edu](mailto:CA-HRAplicant@capitalcc.edu)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.